



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO 80204

Reply to
Attn. of: CCFP-125

MAR 21 1989

Subject: Policy Clarification on Adult Day Care Provisions - Free and Reduced-Price Meal Eligibility

To: STATE AGENCY DIRECTORS - Colorado DH, Iowa, Kansas, Missouri DH,
(Special Nutrition Programs) Montana DHES, Nebraska ED, North Dakota,
South Dakota, Utah and Wyoming ED

This memorandum clarifies policy on the eligibility of individuals in adult day care centers for free and reduced-price meal benefits.

Applications

Program regulations require that a free and reduced-price meal application be on file for each participant receiving free and reduced-price meal benefits. This requirement includes adults receiving free and reduced-price CCFP benefits in adult day care centers. Income information on file at the center is not acceptable in place of a free and reduced-price application, except with regard to retroactive payments. For the purpose of receiving retroactive free and reduced-price meal reimbursement, income and family-size information on file may be considered "equivalent documentation" and accepted in place of a free and reduced-price application.

Given the population served by the adult day care provisions of CCFP, it is unlikely that it would be necessary for an adult day care center official to complete a free and reduced-price meal application for a program participant. In most cases, the functionally impaired or elderly adult who is not able to complete an application for himself/herself would have a family member or guardian to complete the application for him/her. However, should a center enrollee be unable to complete the application and if no family member or guardian is available to complete it for him/her, the center may, with the concurrence of the State agency, complete an application on the enrollees behalf if the enrollee is categorically eligible for free meals. The participant's file must contain documentation of his/her categorical eligibility.

Definition of Family

Program regulations define "family," in the case of adult participants, as the adult participant and, if residing with the adult participant, the spouse and dependent(s) of the adult participant. There may be instances in which a spouse or dependent does not live continuously with the participant.

The spouse or dependent continues to be considered a part of the participant's family as long as his usual residence is with the participant. Functionally impaired adults living with their parents are considered a "family" separate from their parents for the purpose of determining family-size and income.

Definition of Income

"Income" for the purpose of determining free and reduced-price meal eligibility includes earnings, wages, welfare payments, pensions, support payments, unemployment compensation, social security and other cash income received or withdrawn from any other source, including savings, investments, trust accounts, and other resources. Individual Retirement Account and Keogh withdrawals are considered income.

If you have any questions on the above policies, do not hesitate to contact us.

for Edward R. Caplan
ANN C. HECTOR
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